

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** C - 8  
**DATE:** October 8, 2009  
**SUBJECT:** Supplemental Agreement #2  
Washington State Department of Transportation  
**CONTACT PERSON:** Connie Dunn, Public Works Director 

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**ISSUE:**

The issue before the City Council is to authorize the Mayor to sign supplemental Agreement number 2, Attachment A, with Washington State Department of Transportation (WSDOT) for additional services with WH Pacific for the additional work on US 2/Sultan Basin Road Improvements Phase III, Stage 1, in the amount of \$59,998.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign Supplemental Agreement #2 with WSDOT for work to be completed by WH Pacific to provide additional services on US 2/South Sultan Basin Road Phase III, Stage 1

**SUMMARY:**

Supplemental Agreement #2 with WSDOT is for work needing to be completed by WH Pacific to provide additional services for:

- Topographic survey on Foundry Road and three adjoining parcels, \$1,325.00 ;
- Geotechnical investigation, \$29,950;
- Project Management and Administration, \$26,623:
  - Continued coordination with property owners along South Sultan Basin Rd (formerly Foundry Drive);
  - Assisting the city with funding agencies;
  - Preparing construction cost estimates for breaking the construction into two phases; Calculations for sidewalk and bike extension.
- Performing additional drainage analysis, \$2,100.

Supplemental Agreement # 1 was signed by Mayor Eslick April 2, 2009 to provide right of way acquisition services for acquiring two parcels of land. The work has been in accordance with WSDOT Local Agency Guidelines. Supplemental # 1 was for the amount of \$45,380, for Certified Land to complete right of way acquisition, Attachment B.

Sultan Basin Road Phase III, WH Pacific Scope of Work and Cost Estimate was approved by City Council on August 28, 2008.

**FISCAL IMPACT:**

Alternatives:

- Authorize Mayor Eslick to sign Supplemental # 2 with WSDOT for WH Pacific in the amount of \$59,998 which will release grant funding from WSDOT so WH Pacific can complete US 2/Sultan Basin Road, Phase III, Stage 1.
- Stop the project by not authorizing Mayor Eslick to sign WSDOT Supplemental #2.

**RECOMMENDED ACTION:**

Authorize the Mayor to sign Supplemental Agreement #2 with WSDOT for work to be completed by WH Pacific to provide additional services on US 2/South Sultan Basin Road Phase III, Stage 1.

**ATTACHMENTS:**

ATTACHMENT A

WSDOT Supplemental Agreement #2

ATTACHMENT B

WSDOT Supplemental Agreement #1



**Washington State  
Department of Transportation**

<b>Supplemental Agreement Number 2</b>		Organization and Address WHPacific 12100 NE 195th Street Suite 300 Bothell, WA 98011 Phone: 425-951-4800	
Original Agreement Number 1			
Project Number STPR-31AK (001)	Execution Date	Completion Date 3/31/2010	
Project Title Sultan Basin Road Phase III	New Maximum Amount Payable \$ 467,221.00		
Description of Work Design and right of way acquisition services			

The Local Agency of Sultan, WA  
desires to supplement the agreement entered into with WHPacific  
and executed on 9/5/2008 and identified as Agreement No. 1

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

adds additional services as outlined on attached Exhibit A-1

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: extends contract time to 3/31/2010

III

Section V, PAYMENT, shall be amended as follows:

adds \$59,998 to the contract see attached Exhibit D-1

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: David Williams

By: \_\_\_\_\_

Consultant Signature

Approving Authority Signature

Date

**Exhibit A-1  
Scope of Work  
City of Sultan  
US2/Sultan Basin Road Improvements Phase III  
Supplement #2**

The work to be accomplished with this Supplemental Agreement will be to provide additional services for: topographic survey on Foundry Road and three adjoining parcels; geotechnical investigation; continued coordination with property owners; assisting CITY with funding agencies and preparing construction cost estimates for breaking the construction into two phases and performing additional drainage analysis and calculations for sidewalk and bike extension.

**Task 1.0 Project Management and Administration**

The CONSULTANT will provide contract management and administration services for the additional work, to include: developing and maintaining project scope and budget, liaison with CITY staff, and preparing monthly narrative progress reports and invoices.

The CONSULTANT will prepare and obtain right of use permits from the three Parcel Owners involved for the additional survey. The CITY will mail and obtain signatures.

The CONSULTANT will lead, take notes and coordinate with CITY on property owners' meetings. Two (2) meetings will be held with each of the four (4) business/property owners on site for a total of 8 meetings.

The CONSULTANT will prepare two (2) separate Local Agency Agreement Supplements to obligate additional federal funds.

The CONSULTANT will assist the CITY in reviewing letters, grant application, providing exhibits and attend up to two (2) meetings with WSDOT Local Programs and the Puget Sound Regional Council for obtaining permission to obligate the federal funding.

The CONSULTANT will prepare a supplement cost estimate and exhibit to break the project into two (2) construction phases.

The CONSULTANT will complete a quality control check of all work prior to submitting for the CITY's review.

**Task 2.0 Topographic Survey**

The CONSULTANT will prepare a topographic survey of an area approximately 1 acre in size, in sufficient detail to develop 2-foot contours. The area will extend south from Cascade View Drive to 149<sup>th</sup> Ave SE on Foundry Drive, 30 feet westerly and 40 feet easterly of Foundry Road, and 150 feet into the Bowman Parcel (due to a long driveway improvement).

Topographic survey will collect pavement, driveways, drainage features, utilities, buildings, landscape and parking within the designated area.

Additional topographic survey is required to address the following design issues:

- Proposed driveway improvements on the Bowman and storage unit parcels.
- Roadway fill on slope's impact to the Romac parcel.
- Extension of the new Sultan Basin Road profile further south to accommodate truck landing and turning movements at driveway entrances and Cascade View Drive.

#### Deliverable

- An electronic copy of survey basemap.

### **Task 3.0 Geotechnical**

The CONSULTANT will perform additional subsurface explorations along the project alignment in order to better define the extent and depth of the fill that is present within the proposed embankment footprint. The CONSULTANT will accomplish this by excavating 3 to 4 test pits to depths of 6 to 8 feet BGS within the proposed embankment footprint. The information collected from the test pits will supplement the information obtained from our previous explorations. The test pits will be excavated using a backhoe and operator provided by the CITY.

Prior to completing the test pits, the CONSULTANT will visit the project site and mark out the proposed test pit locations and arrange for underground utility locates ("call before you dig") prior to performing field activities. The test pits will be located along the proposed alignment of Sultan Basin Road, a portion of which is located on private property. A private underground utility locating service under subcontract to our firm will check the planned exploration locations for potential conflicts with underground utilities. The CITY will obtain permission to enter private property for all exploratory test pits located beyond the public right-of-way.

A geologist will supervise the test pit explorations, obtain soil samples from the test pits, and prepare field logs of conditions encountered in the explorations. Soil samples will be obtained from the exploratory test pits at regular intervals and where changes in soil type or geologic unit are observed. No additional laboratory testing will be performed on the samples collected; however, soil samples obtained from the explorations will be visually classified and will be held in our laboratory for 30 days after submittal of the final report. After that date, the soil samples will be disposed of unless arrangements are made to retain them. Groundwater, if encountered, will be noted at the time of excavation. Upon completion of sampling and logging, the test pits will be backfilled.

The depth of fill at each exploration location along with a site plan showing the test pit locations will be communicated via summary email and incorporated into our final geotechnical report.

#### **ASSUMPTIONS**

- The CITY will provide a backhoe and operator to excavate the proposed test pits. We estimate that the fieldwork will take about ½ to 1 day to complete.
- No traffic control personnel or devices will be required.
- Excess soil from the test pits, if any, will be spread on the site upon completion of our work (i.e., excess soil will not be disposed of at an offsite location).

- Restoration of landscaping and/or vegetation will not be required following completion of the field exploration program.

The CONSULTANT will conduct additional subsurface explorations in the proposed detention pond location and along the proposed wall alignments. The CONSULTANT will accomplish this by drilling two soil borings each to a depth of about 27 feet BGS (or until practical refusal, whichever depth is less) at the proposed detention pond location. The proposed detention pond site is currently wooded and not easily accessible. Therefore, we will complete the borings using a limited access, track-mounted drill rig equipped with hollow-stem augers. Additionally, we propose to drill two additional borings along the proposed retaining wall on Sultan Basin Road. One of the borings will be located at the north end of Foundry Drive, just south of the intersection with Cascade View Drive, where the proposed wall height is anticipated to be on the order to 15 to 20 feet. Although the site is relatively accessible, we propose to drill this boring concurrently with those for the proposed detention pond, and therefore the boring will be drilled using a limited access drill rig. A second boring is proposed near the toe of the US2 embankment, just south of the existing wetland near the footprint for the proposed culvert headwall. Lastly, we propose to advance two to three borings along the proposed wall footprints on the south side of US2. As recommended by the Washington State Department of Transportation (WSDOT), the borings will be spaced at about 150 to 200 feet along the alignment. Site access to the proposed borings along US2 and at the proposed culvert headwall location is relatively difficult. The borings along US2 will be located on a 2H:1V (horizontal: vertical) slope, which is currently vegetated with trees and brush. The boring location at the proposed culvert headwall is also heavily vegetated. Therefore, we propose to advance the borings along US2 and at the proposed culvert headwall location using a portable, limited access drill rig, capable of being set up on a slope, and packed by hand into wooded areas. Each boring along the proposed wall alignments will be advanced to a depth of about 20 feet BGS or until practical refusal, whichever depth is less.

Prior to performing field activities, the CONSULTANT will visit the project site, mark out the proposed boring locations, and arrange for underground utility locates (“call before you dig”). Because the borings for the proposed detention pond will be located on private property, a private underground utility locating service under subcontract to our firm will check the planned exploration locations for potential conflicts with underground utilities. The CITY will obtain permission to enter private property for all exploratory borings located beyond the public right-of-way.

A geologist will supervise the explorations, obtain soil samples from the borings, and prepare field logs of conditions encountered in the explorations. Soil samples will be obtained from the exploratory borings on about a 2½- or 5-foot depth interval using the Standard Penetration Test procedure, and returned to our laboratory for further examination and classification. Soil samples obtained from the explorations will be held in our laboratory for 30 days after submittal of the final report. After that date, the soil samples will be disposed of unless arrangements are made to retain them. The CONSULTANT will install one piezometer to monitor groundwater levels in the northernmost pond boring. Piezometers will not be installed in our other proposed boreholes; however, groundwater levels will be noted at the time of drilling. Upon completion of sampling and logging, the borings will be backfilled in accordance with the applicable sections of WAC 173-160.

Laboratory testing on the samples will consist of limited moisture content and grain-size testing. Three moisture content tests and one grain size analysis will be conducted on samples obtained from each of the borings along the proposed wall alignments. Additionally, two combined, grain-size and hydrometer analysis will be conducted on samples collected in the proposed pond footprint. The tests will be conducted on samples collected from depths of about 7 to 10 feet BGS; below the proposed pond bottom. Information collected from the combined analysis will be used to estimate long-term, design

infiltration rates of the soils encountered at the bottom of the proposed infiltration pond. The results and our recommendations regarding design infiltration rates in the proposed infiltration pond will be communicated via e-mail and incorporated into our final report. The results and additional findings related to the supplemental explorations proposed herein will be communicated via e-mail as needed, and incorporated into our final geotechnical report.

Depending on the results of the proposed supplemental field explorations, groundwater mounding analysis may be required. If it is required, we will perform groundwater mounding analysis based on the results of the field explorations and laboratory testing. The results of the analysis will be summarized in our final geotechnical report.

#### **ASSUMPTIONS**

- The proposed pond location is accessible using a track-mounted, limited access drill rig. It is assumed that a small amount of clearing (i.e., “bushwhacking”) may be required.
- The CITY will provide right-of-entry to the proposed pond location site.
- A traffic control permit will not be required for the boring just south of Cascade View Drive as it will be completed on the shoulder of the roadway using a small, limited access drill rig and traffic volume is anticipated to be minimal. We will provide cones and at least two traffic control signs to warn oncoming vehicles.
- A General Use permit from WSDOT will not be required for those borings located along the south side of US2. It is our understanding that this portion of US2 is under jurisdiction of the CITY.
- Excess soil from the borings at the proposed pond location, along the proposed walls on US2, and at the proposed culvert headwall may be spread on the site upon completion of our work (i.e., excess soil will not be disposed of at an offsite location). Cuttings generated from the boring located just south of Cascade View Drive will be drummed and removed from the site.
- Restoration of landscaping and/or vegetation will not be required following completion of the field exploration program.

#### **Deliverable**

- Draft and final updated geotechnical report.

#### **Task 4.0 Drainage Design for South End of Project**

The CITY authorized the CONSULTANT to proceed with alternative one which extends the sidewalk, curb and gutter southerly, beyond the intersection with Cascade View Drive to end of project. CONSULTANT scope assumed no curb and gutter, allowing runoff to disperse in a manner similar to its current flow paths. With the extension of the curb and gutter, road runoff is now concentrated, and must be properly managed. This results in a second storm water management system, including a conveyance system, stormwater treatment and infiltration system within the Right-of-way.

The CONSULTANT will perform a drainage analysis and calculations to support the design of the southern portion of the site. The CONSULTANT will make a field exploration to determine actual flow paths. The CONSULTANT will then update the existing Drainage Report. The CONSULTANT will prepare one additional Drainage Plan and Profile sheet and one additional Drainage Detail sheet to be incorporated into the plan set.

## **Schedule**

This supplement agreement extends the schedule by 4 weeks. The CONSULTANT will prepare an updated schedule upon completion of above named work.

# CONSULTANT FEE ESTIMATE



Client: **City of Sultan**

Project: **US2 - Sultan Basin Road Phase III**

Exhibit D-1

Supplement #2

**LABOR:**

TASK NO.	TASK (Scope of Services)	WHPACIFIC PROJECT TEAM										TOTAL HOURS	LABOR COST		
		Principal 70.00	Project Manager 60.00	Design Engineer 45.00	CADD Technician 30.00	Survey Party Chief 40.00	Survey - 2 Pers. Crew 50.00	Project Coord. 25.00	Clerical 22.00						
1.0	<b>PROJECT MANAGEMENT AND ADMINISTRATION</b>	0	58	56	6	0	0	4	4	0	0	4	4	128	\$6,368
	Contract Management and Administration		2	2								2			
	Right of Use Permits		2	2									2		
	Property Owners Meetings		16	32									2		
	Local Agency Supplements		8												
	Review of Grants Letters, Provide Exhibits and Attend Meetings		8		2						2				
	Preparing Staging Cost Estimate and Exhibit		2	4	4										
	QA/QC		20	16											
2.0	<b>TOPOGRAPHIC SURVEY</b>	0	2	0	12	8	10	1	0	10	1	0	0	33	\$1,325
	Field Work		2			4	10	1							
	Office Mapping				12	4									
3.0	<b>GEOTECHNICAL - LANDAU</b>														
4.0	<b>DRAINAGE DESIGN FOR SOUTH END OF PROJECT</b>	0	0	20	40	0	0	0	0	0	0	0	0	60	\$2,100
	Engineering and Plan Preparation			20	40										
		0	60	76	58	8	10	5	4	10	5	4	4	221	\$9,793

Overhead Percentage:  $173.40\% \times$  Direct Salary Cost (DSC) = \$16,981  
 Fixed Fee Percentage:  $32.00\% \times$  Direct Salary Cost (DSC) = \$3,134

Labor Total: \$29,908

**EXPENSES:**

ITEM	QUANTITY	UNIT COST	EXPENSES COST
Mileage	200	\$0.550	\$110
Plots and Reproductions	10	\$3.00	\$30
<b>Expenses Total:</b>			<b>\$140</b>

**SUBCONSULTANTS:**

SUBCONSULTANT	MARK UP	UNIT FEE	QUANTITY	EXPENSES COST
Landau	1.0	\$29,950	10	\$29,950
<b>Subconsultants Total:</b>				<b>\$29,950</b>

**TOTAL PROJECT FEE: \$59,998**



**Washington State  
Department of Transportation**

<b>Supplemental Agreement Number <u>1</u></b>		Organization and Address WHPacific 12100 NE 195th Street Ste 300 Bothell, WA 98011 Phone: 425-951-4800	
Original Agreement Number <u>1</u>			
Project Number <u>STPR-31 AK (001)</u>		Execution Date <u>9/5/2008</u>	Completion Date <u>12/31/2009</u>
Project Title <u>Sultan Basin Road Phase III</u>		New Maximum Amount Payable <b>\$ 407,223.00</b>	
Description of Work <u>Design and right of way acquisition services</u>			

The Local Agency of Sultan, WA  
desires to supplement the agreement entered into with WHPacific  
and executed on 9/5/2008 and identified as Agreement No. 1

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

add right of way acquisition services, see attached exhibit

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: remains the same 12/31/09

III

Section V, PAYMENT, shall be amended as follows:

adds \$45,380 to contract, see attached exhibit

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: DAVID WILLIAMS

Consultant Signature

By: Carolyn Eshick

Approving Authority Signature

4-2-2009

Date



<b>Supplemental Agreement Number <u>1</u></b>		Organization and Address WHPacific 12100 NE 195th Street Ste 300 Bothell, WA 98011 Phone: 425-951-4800	
Original Agreement Number <u>1</u>		Execution Date 9/5/2008	
Project Number <u>STPR-31 AK (001)</u>		Completion Date 12/31/2009	
Project Title Sultan Basin Road Phase III		New Maximum Amount Payable \$ <u>407,223.00</u>	
Description of Work Design and right of way acquisition services			

The Local Agency of Sultan, WA  
desires to supplement the agreement entered into with WHPacific  
and executed on 9/5/2008 and identified as Agreement No. 1

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

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Section V, PAYMENT, shall be amended as follows:

adds \$45,380 to contract, see attached exhibit

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: David Williams

[Signature]

Consultant Signature

By: Carolyn Eslick, Mayor

[Signature]

Approving Authority Signature

4-2-2009

Date

**Exhibit A-1  
Scope of Work  
City of Sultan  
US2/Sultan Basin Road Improvements Phase III  
Supplement #1**

The work to be accomplished with this Supplemental Agreement will be to provide right of way acquisition services for acquiring two parcels. Work will be in accordance with WSDOT Local Agency Guidelines and by reference, WSDOT Right of Way Manual, parts 1 and 2.

**Task 1.0 Administration**

WHPacific (Consultant) will act as general right of way project manager and will use Certified Land Services to perform the acquisition services.

The Consultant will prepare a project schedule for the right of way phase. The Consultant will monitor and update the schedule as needed.

The Consultant will prepare and submit a monthly progress report of right of way activities that will include identification of work performed in the previous month's schedule, measures for mitigating schedule slippage, if necessary, and identification and discussion of potential problems that may arise, including issues resolution.

The Consultant will post status reports and complete document files electrically for City review and real time access of status reports and diaries monthly.

The Consultant will submit detailed monthly invoices.

The Consultant will attend up to three (3) meetings with the City, including a possible joint on-site meeting with the appraiser, and/or a public meeting.

The Consultant will assist the City in updating their existing Right of Way Procedures, including increasing the appraisal waiver limit to \$25,000.

**Task 10.5 Right of Way Acquisition**

**Preparation**

The Consultant will review all documents, files, maps, title reports, legal descriptions and other information provided. Errors, questions and clarifications will be reviewed and discussed.

**Appraisal**

**Assumptions:**

In accordance with funding source requirements the Consultant will determine parcels that may be acquired with appraisal waivers and those parcels that require full narrative appraisals.

The Consultant will prepare a preliminary funding estimate for the two fee take parcels describing each parcel, its ownership, the estimated cost of any acquisition, labor, escrow, condemnation and summary of total right of way phase project costs.

Appraisal Waivers will be written for those parcels valued under \$25,000 in the Preliminary Funding Estimate process (as per the City's Right of Way Procedures, which will be updated).

The Consultant will hire and manage appraisers who will provide full narrative before and after appraisals for parcels.

### **Appraisal Review**

#### **Assumptions:**

Appraisal Reviews are not necessary for parcels valued under \$25,000 according to state and federal funding source requirements.

The Consultant will hire and manage a review appraiser who will provide appraisal review services on any parcel valued over \$25,000 in the PFE and which was appraised.

The City will set just compensation for all parcels from which offers to property owners will be made.

### **Administrative**

#### **Assumptions:**

All forms and conveyance documents will be consistent with WSDOT templates.

The Consultant will provide signature ready legal documents that will be used to convey fee or temporary construction easement rights for all parcels.

The Consultant will maintain all records, files, documents and reports in accordance with statutory and WSDOT guidelines and regulations.

### **Negotiation**

#### **Assumptions:**

The Consultant will act in good faith at all times.

The Consultant will never coerce owners in an attempt to settle parcels.

The Consultant will provide the City with an Administrative Settlement letter for all requested administrative settlements.

The Consultant will prepare offer letters for all parcels.

The Consultant will make a maximum of three (3) personal contacts with each owner with the intent of reaching settlement for the conveyance of property or property rights needed from each parcel.

The Consultant will explain the City's offer verbally and in writing.

The Consultant will provide detailed written diaries for each parcel.

The Consultant will transmit organized parcel files containing all pertinent information, documents, forms, diaries, and Disclaimer Statements.

The Consultant will prepare a condemnation summary memo for any parcel that the City deems it is necessary to acquire through the exercising of its power of eminent domain.

### **Relocation**

#### Assumptions:

There will be one (1) mobile home relocation.

The Consultant will provide full relocation assistance services to all displacees.

The Consultant will prepare a relocation plan and submit it to WSDOT for approval.

The Consultant will review the approved relocation plan and act in accordance with it.

The Consultant will work closely with acquisition staff and the City in order to perform relocation tasks in a timely manner.

The Consultant will contact all owners or tenants that are displaced and inform them of their relocation rights and benefits.

The Consultant will prepare and deliver all relocation notices (at minimum notices are: General Notice of Relocation Rights, 90 Day Notice, Maximum Entitlement Notice).

The Consultant will survey each displacee and discuss their relocation issues, concerns and schedules.

The Consultant will determine each displacee's maximum relocation entitlement, and have the City review and approve this amount prior to informing displacees.

The Consultant will prepare moving cost estimates and other forms appropriate for the parcel.

The Consultant will provide relocation advisory assistance as needed and as directed by the City.

The Consultant will monitor each move and notify the City in writing when the property has been vacated.

The Consultant will work whatever hours are necessary, including evenings and weekends, in order to make themselves available to owners and their representatives.

The Consultant will provide detailed written diaries for each parcel.

The Consultant will transmit organized parcel files containing all pertinent information, documents, forms, and diaries.

The Consultant will coordinate payment and delivery of checks with the City as requested.

### **Closing and Conveyance**

#### Assumptions:

Title Clearance is not required on parcels valued under \$10,000 according to state and federal funding source requirements.

The City will close the full take parcel in escrow. The clearance of liens and encumbrances for that parcel will take place in escrow.

The Consultant will clear any liens and encumbrances on the partial take parcel that are in conflict with the City's intended use of the right of way acquired to ensure certification and that there are no conflicts of ownership or use of the land required during construction.

The City will pay property owners and/or lien holders / encumbrancers for any property or property rights acquired through the closing process.

The Consultant will review title for each parcel.

The Consultant will prepare any documents needed for clearing any liens or encumbrances on the partial take parcel as noted above.

The Consultant will provide the City with complete files at the close of negotiations for each parcel. Included in our transmittal packages will be conveyance documents ready for the city to record.

### **Certification**

#### **Assumptions:**

The Consultant will provide certification preparation and review.

### **Project Turnover**

The Consultant will, at the completion of acquisition and certification, present the City with a comprehensive package containing all pertinent project information.

